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CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

21 February 1963

MEMORANDUM FOR: Division and Staff Chiefs

SUBJECT: Reference Service

1. You will by now have become very much aware of an increase in the number of requests made of OCR for reference service with short deadlines. These often call for the return of some of our people for night work.

2. I believe that the days ahead will see more of such calls made upon us. They invariably are for Government officials in key posts, or these requests would not have a high priority assigned to them.

3. To these we have responded in a highly commendable manner. And our top management and I appreciate this. While this is all part of our job, I have been especially conscious of the fine attitude of those affected, helping as it does to further build up the excellent reputation of OCR. Last night, for example, intelligence officers from the CIA Library and the Machine Division were here until after 5:00 A.M. to complete a special request for General Quinn, Deputy Director of DIA, who needed this material by 8:00 this morning. It is noteworthy that, despite the vast sums spent in recent years by the Pentagon on computerized reference systems, we were asked to include the reports of the military in the Intellofax run because, as the requesting officer put it, "we in the Pentagon are unable to retrieve our reports the way you can."

4. So, in times where we are being surveyed and resurveyed, studied and restudied, when you feel yourself too far removed from the firing line of intellectual activity at upper levels of Government to matter, let me inject this word of encouragement:

GROUP I

Excluded from automatic
downgrading and
declassification

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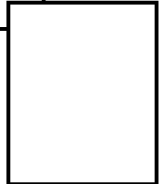
You are contributing in a very real sense. Your link in the chain of intelligence support to our decision makers is as vital as the next. Continue to do your part to keep it strong.

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PAUL A. BOREL
Assistant Director
Central Reference



cc: Deputy Director/Intelligence

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